



FIRE ALARM REGISTRATION FORM

Address of alarm system

Name (last name, first) or Business Name

Owner's Name and Address

Owner's Additional phone numbers

business

other

Alarm system is monitored by

Monitoring company address

phone number

Alarm Installed by

Date

Installer's address

phone number

Alarm system maintained by

Maintenance Company's address

phone number

FD emergency access "Traccess Key Safe"

Y ☐ N ☐

location of key-safe

Alarm panel Location (main panel)

Annunciator panel location

Persons with access to your home/business (key holders in order of preference to be called)

Name

Phone number

Name

Phone number

Signature of alarm owner

alarm owner name (printed)

Date

ALARM ADMINISTRATORS USE

MAP:

LOT:

CUSTOMER#

www.darien.lib.ct.us/firemarshal



PROPERTY OWNERS

IMPORTANT NOTICE

Records indicate a disturbing increase in “False” alarms related to building construction and / or remodeling activities, as well as inadequately maintained Fire Alarm Systems.

The property owner is responsible for maintaining the proper functioning of their alarm systems.

To reduce the number of false alarms, the following preventative steps should be taken:

- Notify the alarm monitoring company each day, prior to the starting of construction or remodeling. Advise the alarm company that the work is being performed and that the system will be off line or zones disabled during the construction.
- Cover smoke detectors that may be affected by dust from construction or paint preparation. Provide dust barriers and ventilation to areas that are not under construction. Particulate matter whether smoke, dust, or steam will activate a smoke detector.
- Make all occupants aware of the alarm status.
- Daily after the construction is completed for the day, make sure all covers on detectors are removed and the fire alarm system is restored and functioning properly.
- Notify the alarm Company that the system is back in service.
- When the construction is fully complete as a precautionary measure your alarm company should service your fire alarm system.
- Smoke detection devices should not be exposed to construction or other dust as it drastically affects the sensitivity of the unit. Most manufacturers require the unit to be replaced if exposed to those conditions.
- All smoke detectors are required to be changed upon reaching their life expectancy of 10 years.
- Manufacturers and Code requirements require Fire Alarm Systems to be inspected and maintained annually.
- Avoid having smoke detection devices placed in locations that will cause nuisance alarms; too close to kitchens, baths, or fireplaces.

Please Note: To assist in reducing false alarms, should your system be activated it is essential that you don't reset your system until a thorough investigation discovers the device responsible. Then the device can be cleaned or replaced accordingly.